



**Position of:** \_\_\_\_\_

Applications will be received through: \_\_\_\_\_ -OR UNTIL FILLED

App given by / date: \_\_\_\_\_

[PLEASE PRINT]

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #1: [     ]

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone #2: [     ]

**Have you read the job requirements for this position?** YES [ ] NO [ ] **Can you perform the essential functions of the position for which you are applying?** YES [ ] NO [ ] **If NO, please explain.** (If you have any question as to what functions are applicable to the position for which you are applying, please ask the interviewer before you answer this question)

**When would you be available to begin work?**

**Are you legally eligible to be employed in the United States?** YES ☐ NO ☐

(Proof of identity and eligibility will be required upon employment)

**Are you over the age of 18 years?** YES [ ] NO [ ] (If NO, you may be required to provide authorization to work.)

**Have you ever been convicted of a felony or a misdemeanor which resulted in imprisonment within the last seven years?**  
 YES [ ] NO [ ] If YES, please explain: (A conviction will not necessarily result in the denial of employment.)

**If job requirement:** Do you have a CDL, Class A or B driver license? YES ☐ NO ☐ Can one be obtained? YES ☐ NO ☐

**Have you ever interviewed with this City?** YES [ ] NO [ ] If YES, what department?

**Have you ever worked for this City before? YES [ ] NO [ ] If YES, when [give dates]?**

Department / Supervisor / Job Title: \_\_\_\_\_

**Do you have any relatives or friends who work for the City?** YES [ ] NO [ ] If YES, who and where do they work?

**Are you available to work:** DAYS [ ] NIGHTS [ ] WEEKENDS [ ] FULL TIME [ ] ON CALL [ ] 10 HOUR DAYS [ ]

Explain any problem in working any unchecked times above:

(If employed, I will notify my supervisor in writing, should my availability change)

**Are you presently employed?** NO [ ] YES [ ] If YES, why are you considering leaving?

**If YES, may we contact your CURRENT employer[s]? YES [ ] NO [ ]**

Name / Position: \_\_\_\_\_ Phone #: \_\_\_\_\_

## EMPLOYMENT HISTORY

LIST your last four [4] employers [beginning with your present or most recent], assignments or volunteer activities, include military experience. EXPLAIN any gaps in employment in comments section below.

Employer	Telephone	Dates Employed		Summarize the nature of the work performed and job responsibilities:
		From	To	
Address				
Job Title		Hourly Rate		
		Starting		
Immediate Supervisor & Title		\$	Per	
Reason for Leaving		Hourly Rate		
		Final		
May we contact for reference <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Later		\$	Per	

  

Employer	Telephone	Dates Employed		Summarize the nature of the work performed and job responsibilities:
		From	To	
Address				
Job Title		Hourly Rate		
		Starting		
Immediate Supervisor & Title		\$	Per	
Reason for Leaving		Hourly Rate		
		Final		
May we contact for reference <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Later		\$	Per	

  

Employer	Telephone	Dates Employed		Summarize the nature of the work performed and job responsibilities:
		From	To	
Address				
Job Title		Hourly Rate		
		Starting		
Immediate Supervisor & Title		\$	Per	
Reason for Leaving		Hourly Rate		
		Final		
May we contact for reference <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Later		\$	Per	

  

Employer	Telephone	Dates Employed		Summarize the nature of the work performed and job responsibilities:
		From	To	
Address				
Job Title		Hourly Rate		
		Starting		
Immediate Supervisor & Title		\$	Per	
Reason for Leaving		Hourly Rate		
		Final		
May we contact for reference <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Later		\$	Per	

Comments [including explanation of any gaps in employment]: \_\_\_\_\_

**Skills & Qualifications:** Summarize special skills/qualifications acquired from employment or other experiences that may qualify you for work with this organization.

---



---

## EDUCATION

	Name and Location of School	Course of Study	# of Years Completed	Diploma or Degree Received
High School				
College				
Vocational or Trade School				
Graduate Work				

**Have you completed any special courses, seminars and/or training** that would enable you to perform the position for which you are applying? NO ☐ YES ☐ If YES, please describe:

---

---

**Foreign language[s]**—List and CHECK THE BOX that best describes your skill level.

Language	Read & Write	Read & Write	Read Only	Speak Only	Translate

**List academic honors, extracurricular activities, offices held, etc.** in high school or college: (Omit any which reflects your race, color, religion, age, sex, sexual orientation, marital status or disabilities.)

---

**Have you ever done any volunteer work?** NO ☐ YES ☐ If YES, describe:

(Omit any volunteer work which reflects your race, color, religion, age, sex, sexual orientation, marital status or disabilities)

---

**List professional, trade, business or civic organizations and any offices held.** (Omit any organization which reflects your race, color, religion, age, sex, sexual orientation, marital status or disabilities.)

Organization: \_\_\_\_\_ Office[s] held: \_\_\_\_\_  
\_\_\_\_\_

**List special accomplishments, publications, awards, etc.** [Omit information which would reveal sex, race, religion, national origin, age, ancestry, handicap, or other protected status.] \_\_\_\_\_

---

## REFERENCES

List name and telephone number of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

NAME	Telephone / contact information	Years Known

List any additional information / comments you would like us to consider: \_\_\_\_\_

**\*\* BEFORE COMPLETING NEXT SECTION -- RETURN APPLICATION TO HUMAN RESOURCES -- MON -- THURS -- 7:00 -- 5:00 \*\***

*[This section to be completed upon return of this application to Human Resources Division, or authorized representative]*

**By initialing, I understand and acknowledge the following:**

\_\_\_\_\_ Applicants will receive consideration for positions, without regard to race, color, religion, age, sex [except where sex is a bonafide occupational qualification], sexual orientation, marital status, individuals with disabilities, and equally to disabled veterans and veterans of the Vietnam era.

\_\_\_\_\_ I understand that failure to reveal any prior employer or giving false or misleading information by me on any part of this Application for Employment can be grounds for termination from this organization. I understand that if I am hired, my employment is for no definite time and may be terminated at any time without prior notice.

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, with or without cause and without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary.

I give the Employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

The Employer is an equal opportunity employer. The Employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state or federal law.

This application is current only until the afore-mentioned position is filled. At the conclusion of this time, if I have not heard from the Employer and still wish to be considered for employment, it will be necessary for me to fill out a new application when a position becomes open.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of HR [or authorized] representative / Title

\_\_\_\_\_  
Print name of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Do not write below this line -- [FOR OFFICE USE ONLY]**

**Application reviewed by:**

**Date**

**Department / Title:**

**Recommend for interview:** YES [ ☐ ] NO [ ☐ ]

by: \_\_\_\_\_

**Interviewed by:**

**Date**

**Recommended for Employment:** YES [ ☐ ] NO [ ☐ ]

**Authorized to hire above named individual:** \_\_\_\_\_

City Manager

\_\_\_\_\_  
Date